



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20240



MAR 26 2007

The Honorable Edwin Piñero
Federal Environmental Executive
Office of the Federal Environmental Executive
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460

Dear Mr. Piñero:

This letter is in response to your memorandum dated October 13, 2005, calling for a report on Implementation of the Resource Conservation and Recovery Act, Section 6002, and other Environmental Purchasing Requirements. The enclosed report summarizes Department of the Interior's (DOI) progress for fiscal year (FY) 2005.

Data availability was the biggest obstacle to documenting the DOI's progress in these areas. We are pleased to report that, with this reporting cycle, the DOI was able to beta test a web-based reporting system for collection of data from field sites with the help of the Bureau of Land Management. We hope to refine the tool and make wider use of it for the FY 2006 reporting cycle.

Over the past 10 years, DOI has documented many outstanding examples of waste prevention and green purchasing through internal awards programs. As mentioned in our enclosed report, we have recognized cumulatively over ninety-two efforts in related areas. We have posted detailed narratives of these accomplishments for others to benefit on the Greening DOI website: www.doi.gov/greening/.

An identical letter is being sent to the Honorable Robert A. Burton, Associate Administrator, Office of Federal Procurement Policy.

If you have any questions, please contact Ms. Debra Sonderman, Office of Acquisition and Property Management, at (202) 208-6352, or Willie R. Taylor, Office of Environmental Policy and Compliance, at (202) 208-3891.

Sincerely,

R. Thomas Weimer
Assistant Secretary

Enclosures



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Date Due: March 17, 2006

Date Prepared: November 30, 2006

**RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)
FARM SECURITY AND RURAL INVESTMENT ACT (FSRIA)
EXECUTIVE ORDER 13101**

Agency Report for Fiscal Year 2005

Agency or Department U.S. Department of the Interior

Agency Contact Willie Taylor and Debra Sonderman

Contact Telephone Number (202) 208-3891 and (202) 208-6352

Contact E-Mail Address willie_taylor@ios.doi.gov and debra_sonderman@ios.doi.gov

1. **Federal Procurement Data System (FPDS) Data**

All responses for Question 1 have been intentionally left blank, per OFPP instruction.

- a) How many contracting actions did your Agency complete in FY 2005?

- b) In FY 2005, how many contracting actions, in data element 8K of the FPDS data, indicated whether EPA-designated items would be acquired? _____
- c) Provide the number of contracting actions with data for each code, A-E, in data element 8K. These codes indicate whether the EPA-designated products must contain the required minimum recycled content, the justification for not requiring recycled content products, or that no EPA-designated products will be acquired under the contract:
Code A (all EPA-designated products must contain the required minimum recycled content) _____
Code B (availability) _____
Code C (price) _____
Code D (performance) _____
Code E (no EPA-designated products acquired) _____
- d) In the FPDS data, how many contracting actions had a code (A or B) in data element 8L? _____

- e) How has the Agency reviewed the FY 2005 FPDS data for compliance assessment and/or trend analyses?

- f) Please describe findings, changes, and/or actions that were a direct result of the assessments or analyses above.

2. Indicator Items for EPA-Designated Recycled Content Products

The General Services Administration and the Defense Logistics Agency will provide data for agency purchases directly from them. Please provide amounts for your agency's purchases from other sources, including GSA schedules contractors and your service contractors, including construction contractors, fleet maintenance contractors, and facilities maintenance contractors.

a) **Paper: Commercial Sanitary Tissue Products**

- i) Does your Agency purchase this item (directly or through contracts)? **Yes.**
- ii) Total dollar amount¹ of these products purchased² by your Agency from sources *other than GSA* in FY 2005 **\$212,012.**
- iii) Dollar amount of these products containing recovered materials³ purchased by your Agency from sources *other than GSA* in FY 2005 **\$190,425.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes.**
- v) Were there any technical impediments to increasing the purchase of this

¹ "Total amount" equals the amount of product without recovered materials plus the amount of product with recovered materials.

² Within this document, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

³ The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

item by your Agency in FY 2005? **No.**

b) Non-Paper Office Products: Toner Cartridges

- i) Does your Agency purchase this item (directly or through contracts)? **Yes.**
- ii) Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2005 **\$644,506.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency from sources *other than GSA or DLA* in FY 2005 **\$344,875.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes.**
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes.**

The following response is representative of the feedback received from DOI Bureaus and Offices. Please note: in most instances, the purchase card is the primary acquisition tool, required for micro-purchases. Since these products are purchased using the purchase card, they cannot be tracked in FPDS-NG.

- **Incompatibly of recycled toner cartridges in specialty printers, new printers, color printers and copiers, sometimes resulted in the production of poor quality documents.**
- **During several ordering cycles in FY 2005, remanufactured cartridges were ordered; however, the cartridges failed in the HP 2300 printer. Suppliers inspected and replaced with new cartridges.**
- **There were repeated reports of unreliability and maintenance problems with recycled toner cartridges.**
- **There appears to be a widely held perception that recycled toner cartridges are of poor quality and the purchase of toner cartridges explicitly marked as “recycled” are avoided.**

c) Construction Products: Concrete

- i) Does your Agency purchase concrete (directly or through contracts, e.g., construction contracts)? **Yes.**
- ii) Total amount of concrete purchased and/or used by your Agency in FY 2005 **\$3,544,302** and/or **30,378** cubic yards, and/or total number of contracts awarded that required the use of concrete **266.**
- iii) Amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased and/or used by your Agency in FY 2005 **\$1,216,474** and/or **16,611** cubic yards, and/or total number of contracts awarded that required the use of concrete containing coal fly ash or ground granulated blast furnace slag **124.** **Note: Two bureaus reported dollars spent and number of contracts for the concrete but did not report the number of cubic yards.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes.**
- v) Were there technical impediments to increasing the amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased by your Agency in FY 2005? **Yes.** If yes, please describe the impediment(s).
 - **The distance to acceptable supplies of coal fly ash and granulated blast furnish ash precludes the widespread use of these products. DOI contractors do use these materials where economically feasible.**
 - **Some concrete purchased was from a small business vendor who did not carry concrete with coal fly ash or furnace slag, as it does not have the facilities to store them. The additional time delay to purchase these products would have created an unacceptable delay. On some contracts, the contractors had the option of using concrete constraining fly ash as long as the compressive strength remained within specified values.**
 - **The composition of grout or cement mixtures in the field depends on the physical characteristics of the site and can vary due to site conditions. DOI uses a minimum of four specifications with varying amounts of fly ash.**

d) Landscaping Products: Landscaping Timbers

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes.**
- ii) Total dollar amount of these products purchased by your Agency in FY 2005 **\$145,935.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 **\$88,817.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes.**
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes.** If yes, please describe the impediment(s).

- **Product not weather resistant and expensive.**
- **Resin Material not recognized as a structural material.**

e) Park and Recreation Products: Park Benches and Picnic Tables

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes.**
- ii) Total dollar amount of these products purchased by your Agency in FY 2005 **\$404,008.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 **\$233,437.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes.**
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes.** If yes, please describe the impediment(s).

- **Weather conditions caused materials to warp.**

f) Transportation Products: Traffic Barricades

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes.**
- ii) Total dollar amount of these products purchased by your Agency in FY 2005 **\$212,654.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 **\$60,922.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes.**
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes.** If yes, please describe the impediment(s).

- **Jersey barriers are available for leasing, but they are not readily available for purchase.**

g) Vehicular Products: Re-refined Oil

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes.** If no, skip to next section.
- ii) Total dollar amount of these products purchased by your Agency in FY 2005 **\$1,321,446.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 **\$25,781.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes.**
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes.** If yes, please describe the impediment(s).

- **The majority of DOI vehicles are serviced by commercial service stations, many of which do not provide re-refined oil.**

h) Miscellaneous Products: Signage

- i) Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes.** If no, skip to next section.

- ii) Total dollar amount of these products purchased by your Agency in FY 2005 **\$1,345,912.**
- iii) Dollar amount of these products containing recovered materials purchased by your Agency in FY 2005 **\$926,652.**
- iv) If this product is purchased using an Agency specification, does that specification require the use of recovered materials? **Yes.**
- v) Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes.** If yes, please describe the impediment(s).
 - **Many DOI sites are on the National Historic Register and subject to specific preservation requirements, which preclude the acquisition of new signage.**

3. **Solid Waste Prevention, Recycling, and Other E.O. 13101 Requirements**

- a) Did you institute new, substantially improved, or updated solid waste prevention practices in FY 2005? **Yes.** Please provide an explanation of your response.
Three out of nine Bureaus and Offices reported the institution of new or improved practices for the prevention of solid waste during 2005.
- b) Does your Agency have sites or facilities with composting programs? **Yes.** If yes, how many facilities or sites? **58 active composting sites reported.** Estimate the total weight of materials diverted to composting: **1,563 tons.**
- c) What percentage of offices/sites operated by your Bureau/Office have an active office products recycling program? **394 of 542 sites that reported, which is 73 percent of offices/sites that reported. These statistics do not include data from two Bureaus and Offices, which represent almost 81 percent of DOI facilities.**
- d) What percentage of residential housing operated by your Bureau/Office have an active household products recycling program? **2,387 out of 5,400 units at sites that reported or 48 percent of housing at sites that reported. These statistics do not include data from two Bureaus and Offices which represent approximately 45 percent of the Department's 9,800 family housing units.**
- e) What percentage of demolition projects managed by and/or contracted by your Bureau/Office includes the recovery of construction materials?
78.5 percent of demolition projects. These statistics do not include data from two Bureaus and Offices, therefore, the total number of demolition projects is not known. The total number of demolition projects is not known as one

bureau reported only on the percentage. However, there were at least 61 demolition projects undertaken in FY05.

- f) What percentage of the total solid waste⁴ generated by your Bureau/Office was diverted to recycling? **54,633 of 627,274 metric tons, which is 8.7 percent of waste at sites that reported. These statistics do not include data from the four Bureaus and Offices representing approximately 81 percent of all facilities. It does include the National Park Service (NPS), which likely generates the more waste than any other Bureau or Office, but the NPS data does not include data on waste collected by concessioners.**
- g) Does your Bureau/Office have an internal awards program in accordance with Executive Order 13101, Section 802? **Yes.**
Please provide details for your response, of if the response is no, please explain why not. **The Department of the Interior was the first federal agency to institute an award program responsive to E.O. 13101. Since 1995, 92 Department of the Interior Environmental Achievement Awards have been given out. Since 2000, the award plaque presented has been made with recovered materials, consistent with the Comprehensive Procurement Guideline. For more information about the Department's award program, visit <http://www.doi.gov/greening/awards>. In addition, four Bureaus and Offices have instituted intra-bureau environmental awards programs.**
- h) In FY 2005, did your Bureau/Office participate in a pilot project to purchase environmentally preferable products or services per the requirements of E.O. 13101, sections 503(b) and 601(c)? **Yes. National Business Center (NBC) references collaborative efforts with GSA to utilize the Main Interior Building Modernization Project to evaluate environmentally preferable products as it is a U.S. Green Building Council's Leadership in Energy and Environmental Design rating system for Existing Buildings (LEED-EB) pilot project. USGS reports using a website to update field sites regularly on green purchasing opportunities.**
- i) In FY 2005, did your Bureau/Office purchase or test any biobased products, other than biobased fuels? **Yes.** Please provide details for your response, including the source(s) of the products (e.g., GSA schedule, DLA, commercial source, support services contractor). **Four Bureaus and Offices report using biobased cleaners, oils, hydraulic fluid in equipment and bio-based dip tank solvent degreasers, lubricants, mastic remover, and solvents.**
- j) Is your Bureau/Office using green cleaning products or services at any of your facilities, including facilities managed by GSA and leased facilities? **Yes.**

⁴ "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Bureau/Office is including other materials, such as construction and demolition debris.

If yes, please elaborate. **All nine Bureaus and Offices report using green cleaners at some of their sites. For Bureaus and Offices whose sites are mostly within GSA-leased space, reference is made to GSA's general policy requiring these cleaners.**

4. **Management Controls**

a) **Affirmative Procurement Policy**

- i) Does your Agency have a documented policy or procedure for the implementation of the affirmative procurement program (APP) required by section 6002 of RCRA? **Yes.**
- ii) Does the Agency policy define responsibility for:
 - Conducting awareness training? **Yes.**
 - Incorporating APP requirements into specifications and contracts? **Yes.**
 - Establishing and measuring progress toward APP objectives? **Yes.**
 - Reporting progress? **Yes.**
 - Management review? **Yes.**

If the answer to any question is no, please explain why not.
- iii) Does your Agency have a requirement to routinely update the affirmative procurement policy? **Yes.** If so, is the APP policy reviewed/updated in accordance with this plan? **Yes.** Has the Agency affirmative procurement policy been updated within the past three years (i.e., it incorporates EPA's CPG 3 and CPG 4 product designations)? **Yes.**
- iv) Has your policy, procedure, or plan been amended to implement the procurement of biobased products as required by section 9002 of the Farm Security and Rural Investment Act of 2002? **Yes.**
- v) Please attach a copy of, or provide the URL for, the website for your Agency APP policy, if it has changed since the FY 2004 report. **The draft DOI Green Purchasing Plan was provided to OFEE in January 2007 with DOI's Environmental Stewardship Scorecard progress report.**

b) **Training**

- i) Who is responsible for conducting training of agency personnel with respect to the buy-recycled requirements?
 - **The DOI provides Green Procurement training during the Annual Business Conference. Additional training is provided at the bureau level using a variety of forums and media.**
- ii) How many acquisition personnel have documented APP training within the past three years? **18 percent.**
- iii) Is training provided by agency personnel, an outside source (e.g., Defense Acquisition University's contracting officer training courses), or both?
 - **Supplemental training has been provided by the following sources:**
 - **Department of the Interior University**
 - **Defense Acquisition University and Contractors**
 - **Gov-Online Learning "What is Green Purchasing Anyway"**
 - **ESI**
 - **Northwest Procurement Training Institute**
 - **MCI**
- iv) What percentage of purchase cardholders has documented APP training within the past three years, as required by Executive Order 13101? **675 of 5336 personnel, which is 13 percent.**
- v) Who provides the training to purchase cardholders?
 - **DOI Internet based resources.**
 - **DOIU Web-Based training.**
 - **EPA's Environmentally Preferable Procurement (EPP) online training.**
 - **Department via the Annual Charge Card Conference.**
 - **Contractors.**
- vi) How is training of purchase card users documented?
 - **Developing recording mechanism for official documentation.**

- All documentation is maintained electronically by DOI.
- Green training certificates must be sent to the Green Procurement Coordinator once completed.
- DOIU maintains a list of personnel that have completed the training.
- Training attendance is monitored by the Department.
- Training certificates are obtained and logged into a database.
- DOI also maintains/documents user completion data.

vii) Has your agency begun training about biobased products procurement?
Yes. If yes, who provided the training?

- In one bureau, training on biobased products was given during Environmental Management System site visits. Additionally, training on biobased products is included in the online EPA EPP training.

c) **Auditing**

i) What percentage of Agency facilities conducted and documented contracting and/or environmental audits⁵ for APP compliance during this reporting period? **13.5 percent (397 of 2,889 of DOI facilities received environmental audits in FY 2005 using protocols addressing APP compliance).**

ii) Does the Bureau/Office conduct trend analysis of audit, training, and FPDS data to assess APP program effectiveness?
Yes. Three of nine Bureaus and Offices report that they conduct trend analysis of environmental audit data.

iii) What types of trends are realized as a result of findings from these audits?
Not all Bureaus and Offices review green procurement as part of their environmental audit program. Bureaus and Offices indicate they are looking to the FY 2005 RCRA report data as a baseline from which to project trends.

iv) Are audit findings reported to senior facility management? **Yes. Four of**

⁵ Includes internal, corporate, external, or other audits

nine Bureaus and Offices indicate that audit findings are reported to senior facility management.

- v) Does senior facility management track corrective actions from these audit findings? **Yes. Two of nine Bureaus and Offices indicate that senior facility management track corrective actions to audit findings; one bureau indicates this is field-dependent.**
- vi) Provide a copy of, or the URL for, the website for your Bureau/Office APP audit protocol, procedure, or other similar program document, if you did not provide it in your FY 2004 report. **Bureau/Office environmental compliance audit protocols evaluating for Affirmative Procurement Plan compliance are posted as indicated:**
 - BLM – http://web.blm.gov/inernal/wo-300/wo-360/360_newweb/cashe.htm.
 - FWS - [https://efmis.fws.gov/EFMIS/Util/handbook.nsf/\\$\\$FeederalHndbkIndex+for+HomePageNavigator?ReadFormunder#11Greening](https://efmis.fws.gov/EFMIS/Util/handbook.nsf/$$FeederalHndbkIndex+for+HomePageNavigator?ReadFormunder#11Greening).
 - USGS – <http://130.11.8.41/logon.asp>.

d) Agency Goals

- i) As required by E.O. 13101, what is your agency's goal for solid waste diversion by 2005? **45 percent** By 2010? **50 percent**.
- ii) What is your agency's current recycling or diversion rate? **8.7 percent**.
- iii) What is your agency's goal to increase the procurement of EPA-designated recycled content products?

As established in the *Strategic Plan for Greening the Department of the Interior through Waste Prevention, Recycling and Federal Acquisition*, the goals for Green Procurement and Property Management are as follows:

“To purchase products that have the highest percentage of recovered materials practicable, considering product price, availability, and performance. DOI will focus this effort particularly on products designated by the Environmental Protection Agency (EPA) in the Comprehensive Procurement Guideline (CPG), summarized in Appendix C. The DOI goal also is to purchase environmentally preferable products and biobased products.

Targeting products and services purchased routinely, DOI commits to reach one- hundred percent compliance, where possible with the following goals, and to improve by at least 30 percent each year until these goals are achieved (FY 2000 becomes baseline):

- *Operate DOI-managed fleet vehicles using re-refined oil, retread tires (when replacing tires) , and reclaimed engine coolant*
- *Utilize in the operation of DOI facilities recycle-content bathroom tissue, paper towels, and plastic trash bags*
- *Copy paper used by DOI facilities, utilize copy paper, bathroom tissue, and paper towels that have been manufactured without the use of chlorine in de-inking and bleaching*
- *Utilize either recycled content carpet (face fiber or backing) or factory-refurbishable carpet for new installations in DOI facilities*
- *On a pilot basis, utilize biobased, biodegradable lubricating and hydraulic oils in equipment where spillage to the environment might occur.”*

Bureaus and Offices have committed to develop a Green Procurement Plan (GPP), tiered off of and consistent with a Departmental Plan, currently in development.

- iii) As required by E.O. 13101, does your agency have a goal for increasing the use of environmentally preferable products? **Yes.**
- v) Has your agency established a goal for purchases of biobased products? **Yes. Goals have been established.**